

~~SECRET~~

Bv6.3

~~CONFIDENTIAL~~

DD/S 62-2033

7 JUN 1962

MEMORANDUM FOR : Acting Director of Logistics  
Director of Security  
Chief, Records Management

SUBJECT : Requests for Secure Areas in the Headquarters  
Building

REFERENCE : Memo dtd 9 May 62 to DD/S fr Act. D/Log, same  
subject

1. As you know, planning for the Langley Building provided for a large number of secure areas. Despite this planning, several requests for additional secure areas have been received since we occupied the new building. Most of them have involved open shelf storage.

2. In order to deal effectively with this problem all such requests should go first to the Chief of Records Management who will examine the records management aspects of the justifications. All requests involving considerations other than records management will then be forwarded to the SPA-DD/S who will examine the justifications. Requests which appear to be justified will then be referred to the Office of Security for determinations of security requirements and/or appropriate comments and to the Office of Logistics for cost estimates and/or appropriate comments. Requests which do not seem to be justified need not be reviewed by the Office of Security or the Office of Logistics. All requests will then be submitted to the Deputy Director (Support) for approval or disapproval.

FOIAb3b

L. K. White  
Deputy Director  
(Support)

Attachment  
Copy of Reference

Routing  
1. Records Management  
2. SSA/DDC  
3. DD.S.

Document No.	625251
No Change in Class.	<input type="checkbox"/>
Declassified	<input type="checkbox"/>
Class. Changed to: TS S	
Next Review Date:	
File: HR 70-2	
Date: 7 FEB 80	

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

UL 2 33

~~CONFIDENTIAL~~